



❖ CAREER EXECUTIVE ASSIGNMENT ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Chief, Division of Flood Management
Salary: \$8,030 - \$8,854
Final Filing Date: October 15, 2004

Duties/Responsibilities:

Under the general direction of the Deputy Director and Director, the Chief, Division of Flood Management plans, directs, and controls the statewide flood protection functions of the Department of Water Resources; determines the State's overall flood control needs and the best balance of flood plain management, considering both flood plain zoning and structural works.

The major duties of the position are:

Manage the Department's responsibilities in the areas of flood forecasting, water supply forecasting, and the dissemination of information relating to these activities.

Coordinate flood and water supply forecasting activities with other Federal, State and local agencies and maintains liaison with Office of Emergency Services to facilitate the Department's role in carrying out its responsibilities.

Direct the Department's operation and maintenance of facilities in the Sacramento River Flood Control Project and the Sacramento River Major and Minor Tributaries Flood Control Project.

Administer funds contributed by the State to local agencies for flood control and administers flood plain management programs.

Provide engineering services to the Attorney General's Office in connection with flood damage claims and directs the provision of services by the Department necessary to carry out the Reclamation Board's program.

Examination Information:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Chief, Division of Food Management position. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the standard State application (STD 678). **The "Statement of Qualifications" should not exceed 2 pages in length.** It should describe your experience, knowledge and abilities as they relate to the desirable qualifications of the Chief, Division of Flood Management position. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

EITHER I

Must be a civil service employee with permanent civil service status.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and the trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation, methods of administrative problem solving; principles and practices of policy formulation and development, personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS

- a. Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.
- b. Evidence of the ability to plan, organize, and direct a statewide flood control program including flood and water supply forecasting.
- c. Experience and involvement in flood plain management and emergency response programs.
- d. Demonstrated managerial experience in directing a large multi-disciplinary professional staff with positive results.
- e. Well-developed interpersonal skills and the ability to meet with high-level management, the general public, and news media.

HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **October 15, 2004** to the attention of the Recruitment and Selection Services Manager, Department of Water Resources, P. O. Box 942836, 1416 9th Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. The application and "Statement" must be received by the final filing date October 15, 2004.** Questions concerning this examination process should be directed to Fariba Shahmirzadi, Recruitment and Selection Services at (916) 653-4927.